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EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

August 25, 1978

OMB

OLC #78-2045/B.

78-5761/1

MEMORANDUM FOR THE HEADS OF DEPARTMENTS AND AGENCIES

SUBJECT: Implementation of the Government in the Sunshine Act

To assist the Office of Management and Budget in evaluating the implementation of the Government in the Sunshine Act, as requested by the President in his letter of June 9, 1978, the following information and materials are requested from each agency as defined by the Act:

1. The name, title, mailing address, and telephone number of the person or persons within the agency responsible for responding to official or public inquiries about the agency's Sunshine Act regulations, practices and procedures (including location and availability of minutes, transcripts, etc.);
2. A copy of the agency regulations required by Section 3(g) of the Act;
3. A copy of any formal agency procedures, manuals or guidelines for implementing the Act and the related regulations. If there are no formal documents, briefly describe current agency practices in implementing the Act.

Please provide these materials to Mr. William Bonsteel, Management Improvement and Evaluation Division, Office of Management and Budget, Room 10235, New Executive Office Building, Washington, D. C. 20503, no later than September 15, 1978. If you have any questions, please call Mr. Bonsteel at (202) 395-5193.

*Wayne G. Granquist*

Wayne G. Granquist  
Associate Director for  
Management and Regulatory Policy

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THE WHITE HOUSE  
WASHINGTON

June 9, 1978

MEMORANDUM FOR THE HEADS OF

DEPARTMENTS AND AGENCIES

SUBJECT: "The Government in the Sunshine" Act:  
Implementation

The Government in the Sunshine Act requires certain Executive agencies to give notice of their business meetings and open them to public observation unless they must be closed for any of ten specific reasons. If the agency finds that the public interest requires, it must open its meeting to public observation even if there is a reason to close it. The same reasons which permit Executive agencies to close their meetings also permit advisory committees to close theirs.

To evaluate compliance with this Act, I have asked the Director of the Office of Management and Budget to record the number of meetings subject to the Act, to note whether those meetings are open or closed, and if closed, to state the reason for closing them. He will pass this information along to me and to the Congress, recommending whatever actions may be appropriate to meet the spirit as well as the letter of the law.

In litigation under the Act, the Attorney General and the affected agencies must not defend the closing of any meeting unless they can demonstrate that harm would have resulted if an open meeting had been held.

I urge the agencies covered by the Sunshine Act to respect it by opening to the public as many meetings as possible.

*Jimmy Carter*

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